

How to enter the account number in the printer driver for Sharps

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How to enter the account number in the printer driver (Windows)

Right-click the Sharp printer.
Choose Printing Preferences...

Click the Job Handling Tab

A. Click the User Number box and enter the assigned User Number.

B. **Tip:** If you would like the User to be prompted to enter an account code when printing, check the "Auto Job Control Review" box and uncheck the "User Number" box.

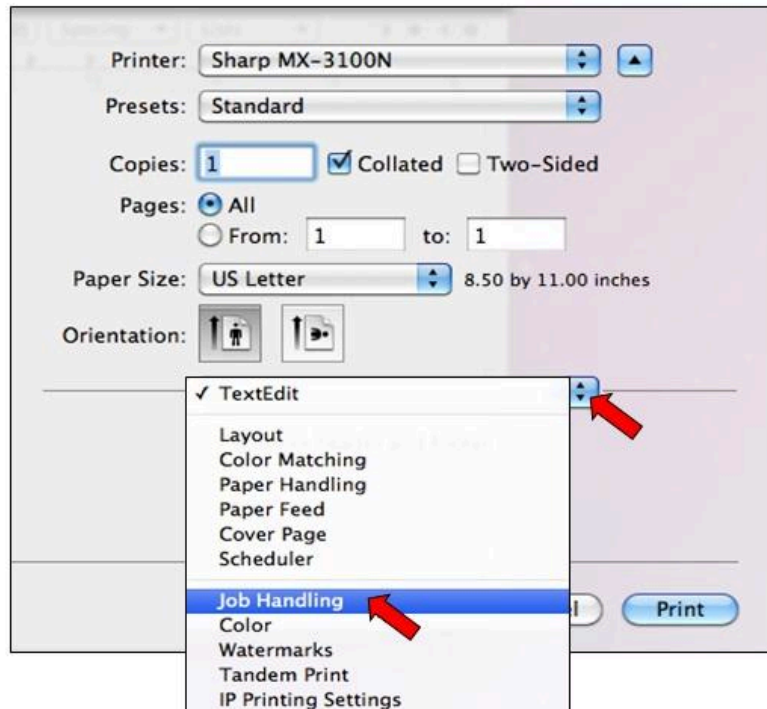
The image consists of three screenshots illustrating the steps to enter an account number in the Sharp MX-C311 PS printer driver on Windows. The first screenshot shows a right-click context menu for the printer icon, with 'Printing Preferences...' selected. The second screenshot shows the 'Job Handling' tab in the 'SHARP MX-C311 PS Printing Preferences' dialog box, with the 'User Number' field highlighted by a red box and labeled 'A.'. The third screenshot shows the 'Auto Job Control Review' checkbox checked, labeled 'B.'.

How to enter the account number in the printer driver (Mac)

IMPORTANT!

Follow these instructions if your Sharp has been setup to count prints:

1. Open a program such as TextEdit.
2. Go to file > print.
3. Select Job Handling from the drop down menu.



4. Click the Authentication Tab
5. Select User Number
6. Enter the assigned account code
7. Click the padlock icon to save the account code.

